

BLM VOLUNTEER PROGRAM NATIONAL STRATEGY 2004: SUMMARY OF GOALS, OBJECTIVES, AND ACTIONS WITH COLOR-CODING FOR LEAD

Key:

■ = State/Field Office responsibility

GOAL 1: RECRUITMENT, RETENTION, AND RECOGNITION

Objective 1: Expand the BLM volunteer workforce by 2 percent per year for 5 years.
■ 1. Recruit through Volunteer.gov/gov , ensure timely postings/responses, coordinate with State networks.
■ 2. Launch a nationwide volunteer recruitment campaign to target various audiences.
3. Develop a ListServ for communication and information sharing among BLM volunteer coordinators.
4. Launch high-visibility, targeted efforts to promote Volunteer.gov/gov .
Objective 2: Increase the rate of volunteer retention.
■ 1. Showcase the progress of local volunteer projects, highlight volunteer contributions.
■ 2. Provide special incentives for long-term volunteers and incorporate into State action plans.
Objective 3: Recognize volunteer service and accomplishments.
■ 1. Institute State/Field volunteer award programs where they do not currently exist.
2. Request that the Department increase the limit on non-monetary volunteer awards to \$250.
■ 3. Regularly recognize BLM volunteers through the Take Pride in America program.

GOAL 2: PLANNING AND BUDGETING

Objective 1: Integrate Volunteer/Partnership programs into the BLM budget.
1. Emphasize the message that “planning for volunteers” is essential.
2. Direct Field Offices to identify the use of volunteers/partners in budget and planning documents.
Objective 2: Prepare State Volunteer Program Action Plans for each BLM State Office.
■ 1. Involve volunteers and partners in plan development to ensure that plans are collaborative in nature.
■ 2. Identify State and Field Management Team “champions” to ensure realistic and responsive plans.
■ 3. Use BLM Volunteer Manual to guide plan development and to guide annual plan reviews/updates.
Objective 3: Educate BLM staff on the budget process as related to Volunteer Program.
1. Prepare and distribute budget process fact sheet to all volunteer coordinators; identify volunteer-related program elements; incorporate budget into BLM Basic Volunteer Administration course.
■ 2. Include volunteer component in yearly budget orientation to all staff; incorporate into budget packages.

GOAL 3: VOLUNTEER/STAFF ORIENTATION AND TRAINING

Objective 1: Ensure that BLM staff working with volunteers receive training.
■ 1. Require volunteer coordinators/other staff to attend BLM Basic Volunteer Administration course.
2. Create adaptable training module for BLM managers and resource specialists.
3. Develop an online refresher course for all who work with volunteers.
4. Determine depth of BLM Pathways course on budget as related to volunteers. Enhance if needed.
Objective 2: Ensure that volunteers are prepared and equipped.
■ 1. Provide volunteers job/project orientation, including description, safety training. Use manual guidance.

■2. Develop and include a Risk Assessment Analysis with work descriptions. Make forms available online.
Objective 3: Update BLM volunteer training/orientation materials.
1. Evaluate adequacy of existing materials.
2. Update BLM Volunteer Intranet with forms/examples. Solicit Field orientation/training materials.
3. Update BLM Volunteer Handbook.
4. Develop new content checklist for volunteer record files.
GOAL 4: INTERNAL PROGRAM SUPPORT
Objective 1: Enhance management awareness of the BLM Volunteer Program.
■1. Make presentations on program to ELT, SMTs.
■2. Make presentations at Field Office all-employee meetings.
■3. Create fact sheet and other products for managers.
4. Update managers' guide to BLM Volunteer Program.
Objective 2: Designate a volunteer coordinator in every BLM Field Office.
■1. Ensure that coordinators' EPPRs reflect time allocated for the BLM Volunteer Program.
Objective 3: Provide employee incentives/recognition for work with volunteers.
■1. Incorporate appropriate resource specialist incentives into State action plans.
■2. Incorporate appropriate resource specialist recognition into State action plans.
Objective 4: Market the BLM Volunteer Program internally and externally.
■1. Showcase success stories and best practices with a variety of tools.
■2. Highlight BLM volunteers in presentations at professional meetings.
■3. Internally market existing program web tools using a variety of outreach tools.
4. Create new products for internal promotion campaign.
■5. Work with BLM Public Affairs to promote success stories in a variety of news media.
Objective 5: Fully utilize national and local volunteer events.
■1. Hold at least one TPIA project/event per Field Office per year. Integrate into State action plans.
GOAL 5: RECORDKEEPING
Objective 1: Establish an organized, comprehensive recordkeeping system.
■1. Ensure that volunteer coordinators keep required information on volunteers/groups.
■2. Conduct annual audits of volunteer coordinator records.
3. Develop a program element or special code for hours spent in volunteer program management.
GOAL 6: PARTNERSHIPS
Objective 1: Increase BLM's ability to work with partners.
■1. Share State partnership examples for Field Offices to use as models. Post on volunteer Intranet.
■2. Work with resource specialists to pursue desired volunteer-related partnerships.
■3. Establish a State mentor team to assist Field Offices in developing desired partnerships to meet goals.
Objective 2: Where appropriate, create interagency "volunteer centers."
■1. Assess appropriateness of establishing centers in particular areas; develop establishment guidelines.
2. Research and post volunteer center resources, contacts, suggestions on volunteer Intranet.